JHA and Training - Employee and Faculty
Initial Completion and Annual Review Instructions

For HRIS categories Career, Faculty, GSRA, Limited, Post Doc, Rehired Retiree, Student Assistant, Term Appointment, Visiting Post Doc (Guests follow different instructions)

1. Take/Create New Job Hazards Analysis (JHA). You may Opt Out (LDAP is not required) if certain circumstances[i] apply. The JHA must be updated annually, even if this is only to "Opt Out."

https://ehswprod.lbl.gov/ehstraining/jha/login.aspx

You will log in, take the JHA, and save it. Put in the Description of Work field "**All work is described by the work group**," unless you do some additional work. If you perform additional work, you must add a Description of Work covering that work. The Description of Work must include: work objectives, work location, materials used, processes employed, equipment used, and expected output. Please contact your Division Safety Coordinator (Betsy MacGowan 495-2826) for assistance if you have questions about this.

Once you have completed your JHA, your supervisor will receive an email request to approve it. When they have done so, you receive an email notifying you of this approval. You log in, approve your JHA. Only upon activation of the JHA will you see an accurate list of required training courses. However, you can determine what will be required, and complete that training, by following this instruction.

From your training profile in the JHA database, click on the round blue icon in the Link column to directly access online training or the EHS Training page.

2. GERT is required for anyone who has an active badge. Even if the person "Opts Out" of the JHA they are required to complete GERT as long as they have an active badge. LDAP is not necessary for GERT (Select Radio Button "Non-LDAP Login at completion of online training, before taking exam). If the badge is made "Inactive", GERT is not required. GERT must be taken every 2 years.

Log in here:

http://ehswprod.lbl.gov/EHSTraining/GERT/default.asp

3. EHS0010 Introduction to EHS is required for Active employees who work on the LBNL site. This is a one-time training.

https://ehswprod.lbl.gov/ehstraining/TrainingLogin/login.aspx?course=ehs0010&url=http://www.lbl.gov/ehs/training/webcourses/EHS0010/

4. SEC0201 Cyber Security Training. The requirement for SEC0201 is for employees with LBL accounts, which would generally include LBL employees stationed at UCB, but not always. SEC0201 must be re-taken annually.

"Employees who do not have an LDAP account and do not ever use LBNL networks or computers (this includes all LBNL networks including those at Potter Street and at UCB locations served by LBNL systems) may receive a waiver." Contact Betsy x2826 or Adam Stone for a waiver. It is preferred to group waivers.

LDAP is not required; you will be asked for your employee ID only. Take training here:

http://lbl.gov/cyber/training/csar/item1.html

5. BLI0919 Trafficking Persons Protection. This is a one-time training.

In October 2000, the United States enacted the Trafficking Victims Protection Act (TVPA). On February 13, 2002, President Bush signed Executive Order 13257 to create the "President's Interagency Task Force to Monitor and Combat Trafficking in Persons."

Berkeley Lab is contractually accountable to ensure all employees comply with this law.
LDAP is not required; you will be asked for your employee ID only. Take training here:
http://ehswprod.lbl.gov/ehstraining/tvp/index.htm

6. EHS0059 Remedy Online Ergonomic System Training. People who are in CRD work groups must complete the online ergonomics training and an annual refresher. LDAP and LBNL email address are not required for this; we can use an alternate email. However any non-LBNL email address must be entered into the Remedy system. Contact Betsy MacGowan 495-2826 if there are problems with log in.

LDAP is not required; you will be asked for an email address and your 6-digit employee ID for log-in. If you do not know your password, follow the link that says "*Do you need your password? Click here*" and then enter your email address in the field that pops up.

Log in: http://www.lbl.gov/ehs/training/webcourses/EHS0059/

Questions? Contact Betsy MacGowan 495-2826 mailto:EEMacgowan@lbl.gov

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i ☒ UC Berkeley campus other than Donner Laboratory ☒ Non-local, off-site location other than UC Berkeley

☒ Do not perform "Work" (For purposes of this question, periodically attending classes, seminars or meetings is NOT considered "work." "Work" in this case includes hands-on activities such as but not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. that are an active and essential part of what you produce).